

MEMO CIRCULAR NO. 001-2013

**FOR : ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES,
AGENCIES AND INSTRUMENTALITIES OF THE
NATIONAL GOVERNMENT, HEADS OF GOVERNMENT
OWNED AND CONTROLLED CORPORATIONS AND
LOCAL GOVERNMENT UNITS**

THRU : ALL AGENCY AUTHORIZED OFFICERS

**SUBJECT : SUBMISSION OF OMBUDSMAN CLEARANCE FOR ALL
RETIRING EMPLOYEES**

Pursuant to Circular No. 2013 001 dated 10 January 2013 issued by the Commission on Audit, documentary requirements on retirement benefits shall include a "Certificate from the Office of the Ombudsman", certifying whether the prospective retiree has a pending criminal or administrative case. The imposition of the submission of the Certificate was based on Memo Circular No. 10, series of 1995 issued by the Office of the Ombudsman.

As such, to give time for the dissemination of the new documentary requirement, GSIS shall accept retirement applications if filed with the "Certificate from the Office of Ombudsman" effective 15 March 2013.

For information and strict compliance.

GSIS MANAGEMENT